



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	4-1-2009
Subchapter:	1	Forms	
Issuance:	14.218	<b>CP&amp;P Form 14-218, Annual Verification of Child's School Attendance - Adoption or KLG Subsidy Letter</b>	

Click [here](#) to view, complete, or print CP&P Form [14-218](#), Annual Verification of Child's School Attendance - Adoption or KLG Subsidy Letter.

### WHEN TO USE IT

In order to continue Adoption or Kinship Legal Guardianship subsidy payments for a child beyond his or her 18th birthday, use CP&P Form 14-218 to request annual school attendance verification for the upcoming year and the child's projected graduation date.

Subsidy may continue when:

- A child is enrolled in a full time secondary school program (e.g., high school); or
- A developmentally disabled child is in a special education program through the local school district.

Note: If the subsidy agreement indicates an exception to allow continuation of the subsidy to age 21 regardless of school attendance, annual verification of school attendance is not required.

### HOW TO USE IT

- Prepare the letter on official Office of Adoption Operations letterhead.
- Send the letter to the adoptive parent or kinship legal guardian receiving a subsidy for a child age 18 to 21, who is enrolled in a full time secondary school program (e.g., high school), or, if developmentally disabled, in a special education program through the local school district.
- Send the CP&P Form 14-218, no later than August 1, each calendar year, to the adoptive parent or kinship legal guardian, requesting a reply within 45 days.
- For an exception to be considered, the letter must be returned to the Office of Adoption Operations by the adoptive parent or kinship legal guardian with

school verification before the deadline date specified in the letter. The letter and school verification may be sent by mail or facsimile (FAX).

- The subsidy is immediately suspended if written verification of the child's continuing enrollment is not received by October 15th.

## **DISTRIBUTION**

- Original      -      Adoptive parent(s) or kinship legal guardian(s)
- Returned (mailed or faxed) by adoptive parent or kinship legal guardian to the Office of Adoption Operations